

Buckley Country Day School

Humanities Style Guide

Formatting

- Font: Arial or Times New Roman, 12 pt
- Font color: black ink
- Double-spaced
- Indent - use tab key
- Centering - use center toolbar function
- Indent all paragraphs. Do not leave space between paragraphs.

Header Requirements (for all work)

- Top left corner
 - Full Name
 - Due Date
 - Subject - Section
- Example
 - Patricia Russac
 - 5/15/2017
 - History - 6DS

Title

- This should be underlined and centered below the header - Bold, 12 pt font
- It should be a creative title, rather than just a heading - i.e. it should not just be "Essay"

Body

- The body should begin just below the title at the left margin
- Indent using the tab key to begin the first paragraph

Citations

- Citation Machine/Easy Bib
- MLA Style (according to the Buckley Style Guide)